



# Restraint and Seclusion Incident Reporting

## FREQUENTLY ASKED QUESTIONS

### General Questions

**1. How do I get a new link to the data collection?**

Please contact [support@ohio-k12.help](mailto:support@ohio-k12.help) to request a new link. The Department is unable to issue links.

**2. How do I correct a previously submitted data collection?**

Please contact [support@ohio-k12.help](mailto:support@ohio-k12.help).

**3. Who is required to report?**

The following public agencies are required to report:

- Local, exempted village, city, joint vocational or cooperative school district as defined in Chapter 3311 of the Revised Code;
- An educational service center (ESC) that operates a school or educational program;
- A community school as defined in Chapter 3314 of the Revised Code;
- A science, technology, engineering and mathematics (STEM) school as defined in Chapter 3326 of the Revised Code; or
- A college-preparatory boarding school as defined in Chapter 3328 of the Revised Code.

**4. I completed the data collection but did not receive a confirmation email. Why?**

The district's superintendent will receive a confirmation email once both steps of the data collection are completed. Check that both the district (step 1) and building (step 2) sections are completed.

**5. We have a new superintendent, and the contact information has changed. How do we get this updated in the system?**

Please contact [support@ohio-k12.help](mailto:support@ohio-k12.help) to update your superintendent's contact information. Additionally, contact the Ohio Educational Directory System (OEDS) at [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov) to update the superintendent's contact information.

**6. How often are we required to report this information?**

The Department collects restraint and seclusion data annually.

**7. The district has a student who is receiving services from an Educational Service Center (ESC) or a County Board of Developmental Disabilities (Board of DD), who reports for the student?**

The district must work with the ESC or Board of DD to establish which entity will report (the district or the ESC/Board of DD). The Department recommends the district includes the plan for restraint and seclusion reporting in the contract or memorandum of understanding with the ESC or Board of DD.

If an ESC or Board of DD works with multiple districts, the reporting expectations may be different depending on the various districts' preferences. It is important to work together to establish which entity is reporting for students.

See [Who is Responsible for Reporting Restraint and Seclusion](#) for additional information.



## Community School Questions

**8. We are an online community school. Do we still have to report?**

All community schools are required to report, and to have policies and procedures regarding the use of restraint, seclusion and positive behavior interventions and supports (PBIS). Online schools may have times that staff interact with a student who demonstrates unsafe behaviors warranting the use of restraint or seclusion, such as proctoring a test in person. An online school would complete Part 1 (District Information) of the data collection, and if there were no incidents of restraints or seclusions, enter 0s in the column. See [Ohio rule](#) for more information.

**9. Our school did not exist last year. How do we report?**

If the school's name and/or sponsor has changed from the previous year, but the school's Information Retrieval Number (IRN) has NOT changed – complete both parts of the data collection (i.e., district level and building level) using the information from that IRN. Schools whose IRN was not established in the previous school year must contact [PBIS Restraint Seclusion Questions@education.ohio.gov](mailto:PBIS_Restraint_Seclusion_Questions@education.ohio.gov).